



POSITION: Director of Development

CATEGORY: This position is a full-time virtual office position that will require frequent virtual and regular face-to-face internal meetings in the greater Philadelphia area

ORGANIZATION DESCRIPTION:

Our Community Salutes (OCS) is a national, non-profit organization supporting high school seniors who plan to enlist into the U.S. Armed Services following graduation. Since 2009, OCS enlistee recognition ceremonies have been held in 25 states by local communities in banquet halls, auditoriums, and sports arenas from New York to California. Tens of thousands of people have attended these events in appreciation of the young men and women entering military service. More information is available at www.ourcommunitysalutes.org.

JOB DESCRIPTION:

The Director of Development will report directly to the President of Our Community Salutes (OCS) and serve as a key member of the OCS leadership team. The Director will provide leadership, direction and coordination for institutional fundraising goals and the development of a philanthropic strategic plan including foundations, individual major donors, corporations President and the Board of Directors in developing key, external alliances by cultivating individual and philanthropic support.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Develop and implement a philanthropic development plan to meet organizational fundraising goals;
- Collaborate with Senior Leadership and members of the OCS Board of Directors to drive funding programs and communication strategies;
- Responsible for increasing revenue and building new relationships for OCS;
- Develop and actively manage a portfolio of high-level relationships, select prospects, and an increasingly expanding prospect base;
- Design and execute a strategic plan to cultivate, solicit, and close six to seven-figure gifts and grants, including individual major donors (\$25,000 or more);
- Maintain policies, systems, and procedures that align with the ethical standards of reporting and soliciting gifts and grants;
- Monitor, participate in, and adhere to best practices in philanthropy and communications;
- Develop systems, processes, and measurements to project and monitor fundraising activity and results;
- Develop and implement strategy for involving OCS volunteers
- Work corporately and coordinate activities with Manager of Corporate Partnership and Manager of Marketing on cross funding raising campaigns, and the development of any necessary collateral materials (digital and print)
- Ensure the reporting of event feedback to capture successes and areas for improvement;
- Oversee all event-related staff and contractors, as well as event-related communications and materials;

- Lead and motivate key stakeholders, volunteers, and staff;
- Responsible for accurate and timely reporting to the Board of Directors, CEO, and other senior leadership members;
- Performs other duties as assigned.
- Business attire is required for customer contact made in person. Casual business attire is required for video conference contact.

EDUCATION:

Bachelor's degree required or equivalent record of professional achievement and qualifications with a demonstrated track record of success.

EXPERIENCE:

- Minimum of 3-5 years of relevant experience;
- Successful record of leadership and accomplishments in attaining established fundraising goals;
- Demonstrated track record of identifying, cultivating, and closing major gifts from individuals,, foundations, and corporations;
- Demonstrated success working with highly visible board members and management;
- Demonstrated experience with public relations outreach;
- Experience working for, or closely with, a non-profit organization;
- Experience in working on a development team in the non-profit sector is preferred;
- Experience with or an understanding of the military/veterans sector is a plus.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Exceptional oral and written communication skills;
- Excellent organizational skills and attention to detail;
- Superb interpersonal and relationship-building skills and the ability to work with staff members at all levels;
- Ability to effectively communicate the mission of OCS;
- Exceptional judgement and decision-making skills;
- Ability to handle highly confidential organizational information with great professionalism and discretion;
- Proven ability to successfully manage multiple tasks simultaneously; and
- Knowledge and experience with Microsoft Office software applications.

COMPENSTATION:

Competitive base (plus commission), depending on experience

Please email resume and cover letter to resumes@ourcommunitysalutes.org, with the title "Director" in the subject line. Please, no phone calls. No solicitation calls will be entertained.